

CONTRACT AGREEMENT

TO PROVIDE PROFESSIONAL MAPPING SERVICES
for a

Permanent Parcel Numbering System

submitted to:

Fulton County, Indiana

submitted by:



CONTRACT AGREEMENT

Scope of Services

AGREEMENT

THIS AGREEMENT entered into this 3rd day of Sept, 2002, between THE SIDWELL COMPANY, St. Charles, Illinois, hereinafter called "Sidwell", party of the first part, and THE COUNTY OF FULTON, INDIANA, hereinafter called "Fulton County", party of the second part, WITNESSETH:

THAT WHEREAS, Sidwell is in the business of providing cadastral mapping services, geographic information system (GIS) projects, and designing, implementing, and installing parcel numbering systems for county governments in the United States; and has the expertise, knowledge, ability and qualification to supply such services and, therefore, has a complete understanding of the needs and purpose of this parcel numbering program;

WHEREAS, Fulton County is desirous of having Sidwell provide a new geographically defined permanent parcel numbering system in accordance with new standards adopted by the Indiana Department of Local Government Finance (formerly the Indiana State Board of Tax Commissioners);

NOW THEREFORE, in consideration of the mutual promises, covenants and conditions stated herein, IT IS AGREED between the parties as follows:

Parcel Number Definition

Sidwell will create a new uniform permanent parcel numbering system in accordance with the Indiana Department of Local Government Finance (formerly Indiana State Board of Tax Commissioners) adopted uniform Property Tax Assessment Computer Standards, adopted March 26, 1998. The parcel number will serve as a means of identification and organization of records covering all real property. The various parts of the property index system combine to form the property identification number (PIN). The component parts are always listed in the same sequence.

The parcel number or PIN is a combination of the county code, governmental survey township, section, quarter section or block number, parcel number, and the taxing district code as assigned by the Indiana Department of Local Government Finance. The 18 digits of the permanent parcel number are for the purpose of geographical location and identification.

The permanent parcel number consists of 18 digits as follows:

XX	XX	XX	XXX	XXX.XXX	XXX
Group 1	Group 2	Group 3	Group 4	Group 5	Group 6

- ♦ **Group 1** - Two (2) digits designate the county. There are 92 counties in Indiana; therefore the first county will be 01, and the last county will be 92.
- ♦ **Group 2** - Two (2) digits designate a survey township, also known as a congressional township.
- ♦ **Group 3** - Two (2) digits designate the survey section number. Section 1 will be 01, and Section 36 will be assigned 36.
- ♦ **Group 4** - Three (3) digits designate block numbers and quarter sections.
- ♦ **Group 5** - Three (3) digits. decimal point. three (3) digits designate the parcel numbers.
- ♦ **Group 6** - Three (3) digits designate the taxing district as assigned by the Indiana Department of Local Government Finance.

Sidwell Workplan

Sidwell will acquire the original mylar parcel maps from Fulton County. The current 3-digit block numbers and 3-digit parcel numbers on the maps conform to the State's parcel number format, so those will not be changed in order keep the project costs down, minimize disruption, and ease the transition to the new permanent parcel numbering system. We will



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acquire a digital copy of the property record card database file in an agreed upon format from the Assessor's ATEK (Manatron) System including the parcel number, map key number, brief legal description, and acreage information. Sidwell assumes that every property record card contains both the parcel number and map key number. If this database is inconsistent, our proposed price may need to be increased.

We will work with the mylar map originals and the property records card information in order to assign new geographically defined permanent parcel numbers in accordance with the new standards mandated by the Indiana Department of Local Government Finance for all tax parcels. Sidwell will produce a county index map showing the new geographic township areas along with existing political townships. We will also mechanically letter each mylar parcel map with the new geographic area number. We will produce a cross-reference database which associates every old parcel number and map key number to each new parcel number. We will provide a discrepancy report to itemize un-matched parcels and parcel numbers.

Sidwell will advise the county on how to integrate the new permanent parcel numbering system with their existing tax cycle software. We will provide training to Fulton County on how to interpret the new geographically defined permanent parcel numbering system and how to assign new parcel numbers. Additionally, Sidwell will provide guidance to Fulton County about applying the parcel numbering system to "other" property types such as buildings on leased land, mobile homes, personal property, ditches etc.

Parcel Number Control System™

Sidwell has developed the Parcel Control System™ (PCS) software for the purpose of managing the parcel numbering system. One copy of this software will be provided to the County. Normally under the standard

Sidwell numbering system, a parcel number is retired when the description of the parcel changes through division or consolidation. This program will include a digital data file containing all parcels in the county. The capability to create this listing in hard copy form is a function of the deliverable program.

Discrepancy Report

This report will identify tax map parcels that could not be confidently matched with a tax cycle record and tax cycle records that could not be confidently matched with a parcel on the tax maps. Each discrepancy note will list the parcel involved and contains a description of the discrepancy.

The parcel numbering effort cannot solve all parcel discrepancies, as some will require legal or professional surveying services to resolve them. The parcel numbering effort will uncover these problems, and the discrepancy report indicates the nature of the problem.

Fulton County Responsibilities

Fulton County will provide Sidwell with the mylar originals of all tax parcel maps. The tax parcel maps should include the following map elements:

- ♦ Parcel boundaries, dimensions, and acreages
- ♦ Lot lines and dimensions
- ♦ Subdivision block numbers
- ♦ Subdivision boundaries and names
- ♦ County, township and section lines with designations
- ♦ Public streets, roads, and highway rights-of-way with designations
- ♦ Railroad and public rights-of-way with designations
- ♦ Rivers, streams, ponds, canals, and lakes with designations
- ♦ Parcel number identification



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Fulton County agrees to provide Sidwell with a digital copy of the property record card database including current parcel numbers, map key number, brief legal descriptions, and acreage information in a format that is agreed upon by both Fulton County and Sidwell.

Project Managers

One project manager each from Sidwell and Fulton County will be assigned to serve as the authorized representative of their respective organization to direct activities on this project. The Sidwell Company designates Neal Carpenter, Vice President of Operations, as its project manager.

It is the responsibility of these project managers to coordinate efforts and activities on the project to meet delivery schedules, control project costs, accomplish project objectives and adjust the project as needed. Any changes to the project, which effect cost, time frames, or products, can only be approved by official correspondence signed by the project managers.

Delivery Schedule

Sidwell will work with due diligence to complete the permanent parcel numbering project in nine months after contract signature with a goal to achieve compliance with the aforementioned mandate from the Indiana Department of Local Government Finance. In the event that Fulton County causes a delay in the delivery of the county's data, the period of time associated to the delay will be added to the projected completion date for parcel numbering.

Project Deliverables

- ♦ A new, permanent parcel numbering system encompassing all parcels in Fulton County.
- ♦ A county index map showing geographic and political townships.
- ♦ A parcel number cross-index containing the existing and new, permanent parcel numbers for

all parcels in Fulton County. This cross-index will be delivered in digital form, and in a standard database format.

- ♦ One single user license of Sidwell's Parcel Control System™ (PCS) software for use in maintaining the Fulton County permanent parcel numbering system. This will include a digital data file containing all parcels in the county.
- ♦ A discrepancy report listing all parcel number discrepancies discovered during the numbering process.
- ♦ One complete set of paper copy tax parcel maps.
- ♦ One compact disc (CD) containing scanned images of all tax parcel maps.
- ♦ One day of training on-site at Fulton County to interpret the new parcel numbering system and to assign new parcel numbers as part of map maintenance procedures.
- ♦ Sidwell will return all mylar tax parcel maps and digital data provided by the County or collected by Sidwell staff. This information will be returned upon completion of the project.

Project Fees and Invoicing

Fulton County will compensate the Sidwell Company a fee of **\$18,541.45** for the services described in this document. This amount will be invoiced at the completion of the project after the permanent parcel numbering system is delivered to Fulton County. The invoice will be computed on a per-parcel basis. This will amount to \$1.15 per parcel (\$18,541.45 - 16,123 parcels) delivered. Invoices are due and payable within 30 days of receipt.

In the event that the total amount of parcels converted to the new permanent parcel numbering system exceeds 16,123 parcels, Fulton County will compensate The Sidwell Company \$1.15 per parcel for each parcel converted in excess of 16,123 parcels.



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Sidwell will provide one day of professional services on-site at Fulton County. These professional services will include support for the implementation of the permanent parcel numbering system, consulting services to support the integration of the permanent parcel numbering into the existing tax cycle software products, training to interpret the new geographically defined numbering system, and training to assign new permanent parcel numbers as part of the parcel map maintenance procedures.

Sidwell will provide map reproduction services to Fulton County. We will scan the mylar parcel maps and print out a new complete set of paper copies to replace the present parcel map books. We will also index the scanned maps and provide the county with a compact disc (CD) containing digital images of all parcel maps. This CD can be useful to the county in many ways such as safeguarding these valuable documents by storing the CD off-site. The price for this service is **\$4,400.00** for the one set of map prints and CD.

Additional Provisions

Sidwell agrees to commence work immediately upon execution of this Contract Agreement and receipt of all required digital data from Fulton County and continue to diligently execute its responsibilities hereunder through the term of this Agreement as detailed in this document.

Sidwell is available for additional parcel mapping and GIS project services such as changes to the permanent parcel numbering system, parcel map maintenance, aerial photography, digital orthophotography, planimetric mapping, soils mapping, land use mapping, GIS applications programming, GIS Web site development, GIS Web site hosting, or other GIS project services.

It is agreed that the laws of the State of Indiana shall govern the terms of this Contract Agreement.

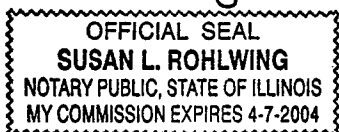
IN WITNESS WHEREOF, we have hereunto signed our names the day and year first above written.

This Agreement, as heretofore described, made and entered into on this 3 day of Sept, 2002.

THE SIDWELL COMPANY

By Neal D. Carpenter
Neal D. Carpenter, Vice President of Operations

Susan L. Rohlwing
NEAL D. CARPENTER personally appeared and signed before me as an officer and agent of said corporation this 23rd day of August, 2002.



COUNTY OF FULTON, INDIANA

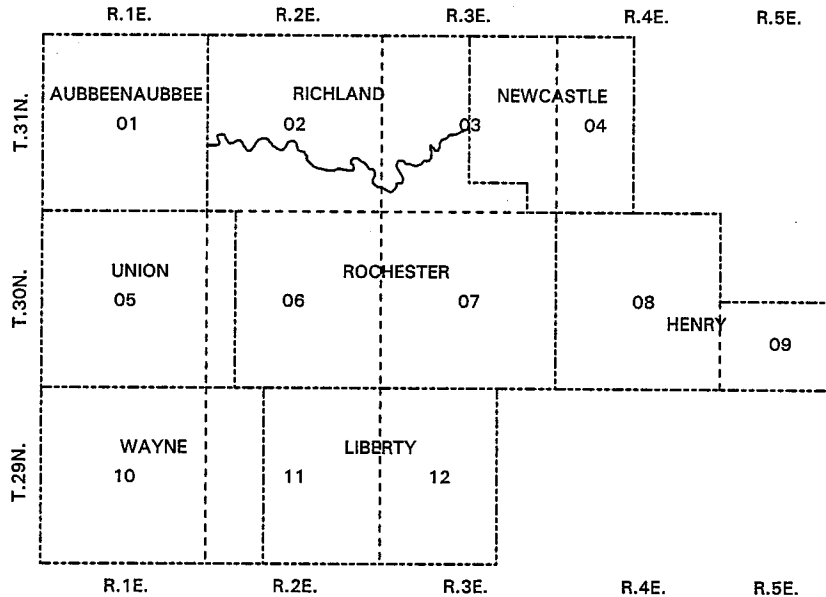
By Paul D. Paul
Commissioner

By Gregory D. Rose
Commissioner

By Michael J. Thompson
Commissioner

ATTEST: Denise J. Bonnell
County Auditor

Official Tax Maps of
FULTON COUNTY, INDIANA
 Permanent Parcel Numbering System



MAP PAGE INDEX
 KEY TO PAGE NUMBERS IN EACH AREA

6	5	4	3	2	1
A	B	C	D	E	F
7	8	9	10	11	12
G	H	J	K	L	M
13	14	15	16	17	18
N	O	P	Q	R	S
19	20	21	22	23	24
25	26	27	28	29	30
31	32	33	34	35	36

A-S = MAP PAGE IN EACH AREA

PARCEL NUMBERING SYSTEM
 KEY TO BLOCK AND PAGE NUMBERS IN EACH SECTION

BLOCK 101 TO 128	BLOCK 129 TO 156	BLOCK 157 TO 184	BLOCK 185 TO 212
A-100	B-100	C-200	D-200
BLOCK 213 TO 240	BLOCK 241 TO 268	BLOCK 269 TO 296	BLOCK 297 TO 324
E-300	F-300	G-400	H-400
BLOCK 325 TO 352	BLOCK 353 TO 380	BLOCK 381 TO 408	BLOCK 409 TO 436
BLOCK 437 TO 464	BLOCK 465 TO 492	BLOCK 493 TO 520	BLOCK 521 TO 548

○ = QUARTER SECTION SERIES OF BLOCK NUMBERS
 (25 BLOCK RANGE IN EACH QUARTER SECTION)

A-H = MAP PAGE IN EACH 1/8 SECTION

Mapped and Published by:



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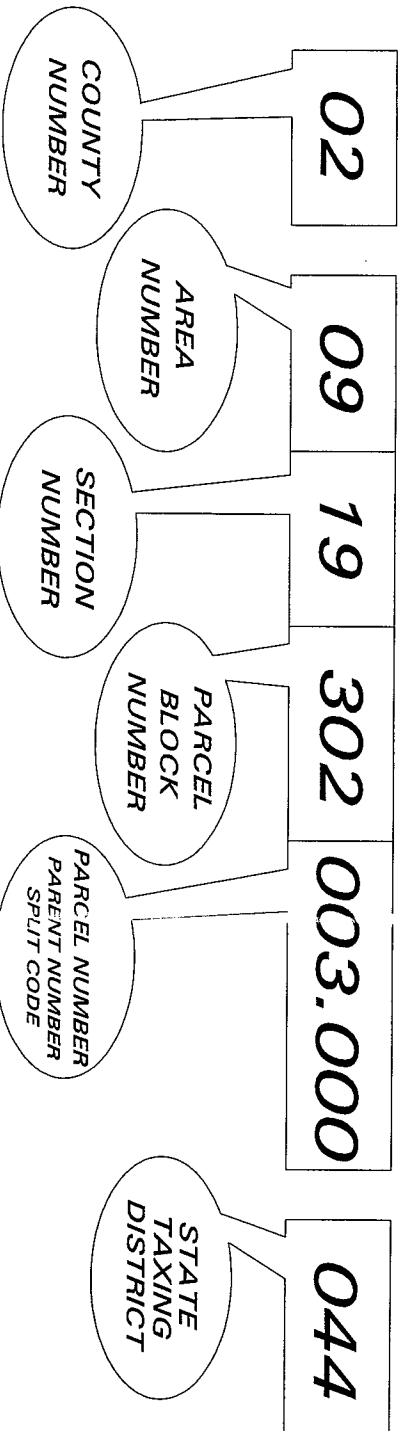
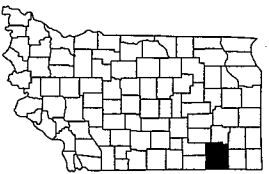
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THESE MAPS DO NOT REPRESENT A SURVEY. NO LIABILITY IS ASSUMED FOR THE ACCURACY OF THE DATA DELINEATED HEREIN, EITHER EXPRESSED OR IMPLIED BY THE COUNTY, OR THE COUNTY EMPLOYEES.

THIS MAP IS COMPILED FROM OFFICIAL RECORDS, INCLUDING PLATS, SURVEYS, RECORDED DEEDS, AND CONTRACTS, AND ONLY CONTAINS INFORMATION REQUIRED FOR LOCAL GOVERNMENT PURPOSES. SEE THE RECORDED DOCUMENTS FOR MORE DETAILED LEGAL INFORMATION.

THE INDIANA PERMANENT PARCEL NUMBERING SYSTEM

ALLEN COUNTY, INDIANA



AREA NUMBER

02	09			
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SECTION NUMBER

02	09	19		
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PARCEL BLOCK NUMBER

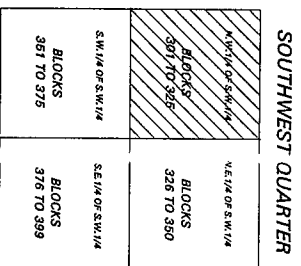
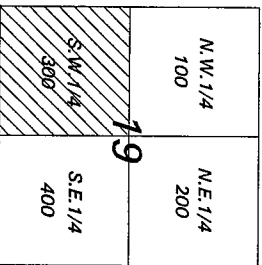
1/4 SECTION		1/4 SECTION	
02	09	19	302

PARCEL NUMBER

02	09	19	302	003.000
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R. 11E.	R. 12E.	R. 13E.	R. 14E.	R. 15E.
EE RIVER 01	PERRY 02	CEDAR CREEK 03	SPRINGFIELD 04	SCOTT 05
Lake 06	WASHINGTON 07	ST. JOSEPH 08	MAKIN 09	MAKIN 10
ABERDEEN 11	WAYNE 12	ADAMS 13	JEFFERSON 14	JACKSON 15
LAVERGNE 16	PLEASANT 17	MADISON 18	MADISON 19	MADISON 20
R. 11E.	R. 12E.	R. 13E.	R. 14E.	R. 15E.

AREA 09											
6	5	4	3	2	1						
7	8	9	10	11	12						
18	17	16	15	14	13						
19	20	21	22	23	24						
30	29	28	27	26	25						
31	32	33	34	35	36						



PARCEL BLOCK	
7 302-001.000	1 302-006.000
8 302-002.000	2 302-007.000
9 302-003.000	3 302-008.000
10 302-004.000	4 302-009.000
11 302-005.000	5 302-010.000
12 302-006.000	6 302-011.000

